

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the Carthage Municipal Building
December 18, 2013

Attendance:

Carthage Members – Chairman Michael F. Astafan, President Wayne McIlroy and Trustees Kathleen Latremore and Linda Smith-Spencer.

West Carthage Members – Mayor Scott Burto and Trustees Scott Sullivan and Rob Peluso.

Others Attending – Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Director of Engineering; Michael Tamblin and Charles Prior, GHD Engineers; Fred Goutremout, Carthage Specialty Paperboard; and Elaine Avallone, Johnsons Newspaper.

Call to Order:

Chairman Astafan called the meeting to order at 4:00 p.m.

Approval of Minutes:

Motion by Trustee Latremore and seconded by Trustee Peluso to approve the minutes of the November 20, 2013 regular meeting as presented by the Clerk. Motion carried unanimously.

Public Forum:

President McIlroy announced that during the Village of Carthage Organizational meeting that he appointed himself back on the Joint Utility Boards in place of Rebecca Vary but Michael Astafan will remain as Chairman due to personal reasons.

Monthly Reports:

WPCF Status and Repair Report: Mr. Crary outlined the highlights of the report.

Chairman Astafan asked the Village of West Carthage members if they had adopted a local law to accept Best Value during the bid process and Mayor Burto stated that they had not yet but intend to in the near future.

Motion by Trustee Sullivan and seconded by Trustee Peluso to authorize the extension of RSI Roofing's contract through May 15, 2014 due to the inclement weather. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Sullivan authorizing Chairman Astafan to sign the response letter from the recent inspection to the New York State Department of Environmental Conservation. Motion carried unanimously.

Chairman Astafan stated the board should be proud of the results of the NYSDEC inspection as we have come a long way and commended the efforts of Mr. Crary and Ms. Tuttle.

Motion by Trustee Latremore and seconded by Trustee Peluso to accept the WPCF Status and Repair Report as presented. Motion carried unanimously.

Financial Reports: The Financial Reports were reviewed and there were no questions. Motion by Trustee Smith-Spencer and seconded by Trustee Sullivan to approve the Financial Reports as presented. Motion carried unanimously.

Monthly Expenditures:

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills prior to the meeting and there were no questions.

Motion by Trustee Smith-Spencer and seconded by Trustee Sullivan to approve the monthly expenditures in the amount of \$18,573.43. Motion carried unanimously.

Old Business:

At the July 22, 2013 regular meeting, Chairman Astafan stated that the Teamsters Union requested a formal vote regarding the tentative proposal for WPCF employees submitted at the meeting on June 19, 2013. Chairman Astafan highlighted the proposal as follows: Five Year Contract; Clothing Allowance instead of purchasing uniforms; Change health insurance plans from the current Select Plan to the HRA Plan; employees will contribute to their health insurance for five years starting at \$1,000 and increase the contribution amount \$100 each year; raise percentages for five years respectively 2%, 2%, 2%, 2.5%, and 2.5%; and many language changes to clean up the contract. The formal vote on the tentative agreement resulted in a tie and Chairman Astafan sent the results of the vote to Attorney Gebo.

Update 08/21/13: Chairman Astafan stated Attorney Gebo will contact Mayor Burto to set up negotiation meetings.

Update 09/18/13: The Clerk stated the Union Negotiations meeting scheduled for September 18, 2013 was cancelled due to a family emergency and Attorney Gebo is rescheduling the next meeting.

Update 10/16/13: Mayor Burto, Trustee Smith-Spencer, and President McIlroy were present for the Teamsters Union negotiation meeting on October 7, 2013. Mayor Burto requested the negotiations be discussed in Executive Session.

Update 11/20/13: Chairman Astafan was authorized to sign the Declaration of Impasse with the Teamsters Local 687.

Update 12/18/13: There will be a Mediation meeting with the Teamsters on January 15, 2014 at 10:00 a.m. at the Village of Carthage Municipal Building.

At the July 22, 2013 meeting, Ms. Tuttle submitted an invitation for bids for chemical supplies to the board for their consideration. Mayor Burto distributed a letter received from Slack Chemical Company which outlined additional services they provided to the Treatment Facility free of charge. After considerable discussion, the majority of the board was in favor of continuing their service with Slack Chemical Company due to their service and proximity within the Villages. Ms. Tuttle expressed that Slack Chemical Company does not provide all of the chemicals necessary for the Wastewater Treatment Facility. Chairman Astafan requested the Clerk to provide vendor activity for last year for all of the chemicals purchased; Mr. Crary will provide a listing of chemicals used and work with Mr. Soukup who will provide a quote by the end of the week for chemicals they can provide.

Update 08/21/13: No action was taken therefore, Chairman Astafan requested the Clerk to hold the invitation until the September 18, 2013 regular meeting.

Update 09/18/13: Trustee Sullivan stated he thought this issue had been resolved and the Board decided to use Slack Chemical Company to purchase chemicals due to their proximity and assistance they provide to the Treatment Plant. The Clerk expressed that she recently attended the Fall NYCOM training and if the aggregate total of a product exceeded \$20,000.00, she felt it may be necessary to complete the formal bidding process and Ms. Amyot and Ms. Tuttle agreed. The Clerk stated she would research the issue and report back to the Board at the next meeting.

Update 10/16/13: The Clerk explained the documentation she distributed to the Board from the NYS Comptrollers Advanced Accounting book in regard to Purchasing and Claims Processing and highlighted areas regarding purchase contracts. The Clerk requested the Board hold this issue until the next meeting

and stated Attorney Gebo will discuss the adoption of the use of “best value” at the next Village of Carthage Board meeting and encouraged the Village of West Carthage to do the same.

Chairman Astafan and President McIlroy met with Patrick Purdy and Fred Goutremout from Carthage Specialty Paperboard (formally Climax Manufacturing) prior to the meeting. During the meeting Mr. Purdy explained the history of the recent name change from Climax Manufacturing to Carthage Specialty Paperboard (CSP); the desire to set up a system for better communications between CSP and the Joint Utility Board, and meet with the board to discuss some core issues and concerns that they have. Chairman Astafan suggested that the Board set up an AdHoc committee with CSP to include representatives from each Village, DANC, and the WPCF Clerk.

Update: 11/20/13 Chairman Astafan stated that the Village of Carthage adopted a local law to permit the use of “Best Value” and asked the West Carthage members if they did the same. Trustee Sullivan and Trustee Peluso stated they would look into it.

Update 12/18/13: Waiting for Village of West Carthage to adopt the local law to accept Best Value.

New Business:

Motion by Trustee Latremore and seconded by Trustee Peluso to authorize payment #1 as presented by DANC to RSI Roofing, Inc. in the amount of \$41,135.00 for work completed through November 25, 2013. Motion carried unanimously.

A letter was sent to Carthage Specialty Paperboard outlining the requirements of the industrial pre-treatment permit which states they must give notice to the Board regarding their change in ownership. Mr. Goutremout stated he will forward the required documents to the Board.

Chairman Astafan explained that he met with Attorney Gebo, Ms. Tuttle, Mr. Crary, and the Clerk regarding the intermunicipal agreements between the two Villages as a bond resolution needs to be drafted prior to submitting the funding application to EFC. Attorney Gebo is working on consolidating the agreements which date back to the 1960’s and as soon as a draft is available; it will be distributed to Board members. Mayor Burto requested that the document also be forwarded to their attorney, Larry Hassler. Chairman Astafan further requested to change the meeting date next month to January 8, 2014.

Mr. Prior and Mr. Tamblin provided an update to the Board of their progress which included:

Status

- 1) NYSEFC Hardship eligibility determination application was completed and submitted.
- 2) SEQR process underway (EFC financing application prerequisite).
- 3) Bond resolution process underway (EFC financing application prerequisite).
- 4) SHPO letter of “No Effect” issued (EFC financing application prerequisite).

Mr. Prior stated he increased the amount to be financed on the hardship application by approximately \$2 million to account for the dewatering equipment to include new presses and will forward a supplemental engineering report to the board next week.

Timeline

Description	Responsible Party	Status
1. Determine approach to industries and capital project	Joint Board	In progress
2. Setup meeting with USDA-RD, Joint Board, Authority and GHD	GHD	GHD to coordinate meeting for 01/2014
3. Complete supplemental engineering report on sludge dewatering equipment	GHD	To be submitted to Joint Board 12/2013

4. Complete NYSERDA study	GHD	To be submitted to Joint Board 12/2013
5. Complete EFC financing application (deadline 2/3/14)	GHD & Villages	To be completed 01/2014; GHD to setup meeting with Villages early in January
6. Receive PER review comments from NYSDEC / NYSEFC	NYSEFC	Anticipated to be received 01/2014

Mr. Prior commended both Village Clerk/Treasurers for their efforts with assisting with the Hardship application and stated he will need to meet with them to obtain more information for the Rural Development application.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer authorizing the purchase of \$40.00 gift certificates for the Carthage Market to the five employees at the WPCF for a total of \$200.00. Motion carried unanimously.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

None.

Next Regular Meeting Date:

January 8, 2014 at the Village of West Carthage Municipal Building at 4:00 p.m.

Chairman Astafan wished everyone a happy and healthy holiday.

Adjournment:

Motion by Trustee Peluso and seconded by Trustee Sullivan to adjourn at 4:50 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk